



**Job Information Pack**  
**Café Cook**

## Our values

The post holder will be expected to operate in line with our organisational values which are;

- **Value the Individual** – Respect others, ourselves and the people we work with in all that we do
- **Giving of our best** – Showing commitment in our work and to enable young people
- **Caring Deeply** – Have a passion for the work we carry out
- **Providing Creative Solutions** – Show innovation in the approaches we take in supporting young people
- **Communicate authentically and truthfully** – Show openness in our dealings and approaches to people

**Title:** Café Cook

**Reports to:** Hotel Manager

### **Background**

The Purplespoon Café at the Great Western Hotel in Taunton is a vibrant community hub that serves delicious, freshly prepared food in a welcoming environment. As part of the YMCA Dulverton Group, we are committed to making a positive difference in our local community through quality hospitality and inclusive service. Our café has built a strong reputation for excellent food, warm atmosphere, and community engagement, including our popular monthly community meals. We're a passionate team dedicated to both culinary excellence and social impact, and we're looking for a talented cook or chef who shares these values to join us in this important work.

### **Purpose**

The Café Cook plays a vital role in ensuring the smooth operation of our kitchen and maintaining the high standards our customers have come to expect. This position combines practical kitchen leadership with creative menu development, requiring someone who can confidently manage day-to-day operations while bringing fresh ideas to our menu. You'll be responsible for maintaining food safety standards, managing stock efficiently, and supporting our kitchen team, all while contributing to our community-focused mission. This is an excellent opportunity for an experienced cook or chef who wants to make a real difference in a community setting, with the autonomy to shape our menu offerings and the satisfaction of seeing your work directly benefit the local community.

## **Main Responsibilities**

### **Corporate**

- To uphold and promote the values and mission of YMCA Dulverton Group in all aspects of work, ensuring alignment with the organization's commitment to community service and social impact.
- To maintain knowledge of YMCA Dulverton Group's operating environment.
- To participate in staff meetings, training sessions, and team development activities as required.
- To comply with all YMCA Dulverton Group policies and procedures, including safeguarding, health and safety, and equality and diversity.

### **Operations**

- To oversee daily kitchen operations at Purplespoon Café Taunton, ensuring efficient service delivery and maintaining the highest standards of food preparation and presentation.
- To manage kitchen cleanliness, hygiene standards, and health and safety compliance, ensuring all documentation is accurately completed and kept up to date.
- To effectively manage stock levels, place timely orders with suppliers, and minimize waste through effective stock rotation and portion control.
- To develop creative and appealing monthly specials that align with seasonal availability, customer preferences, and profitability targets.
- To provide support and guidance to kitchen team members and apprentices, fostering a positive and collaborative working environment.
- To work closely with the Cafe Manager to address staffing gaps and maintain smooth kitchen operations.
- To support the preparation and delivery of community meals, contributing to Purplespoon's mission of serving the local community.

### **General**

- Work across the organisation to build a learning culture and positive working environment.
- To maintain and demonstrate a commitment to YMCA Dulverton Group's Vision, Values and strategic aims and objectives and ensure all activities reflect the values of YMCA Dulverton Group.
- Managing a budget ensuring that value for money is achieved in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.
- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the Health and Safety Policy.

- Complying with YMCA Dulverton Group's GDPR, confidentiality and information security policies at all times.

Any other duties consistent with the responsibilities of the post at the request of the Chief Executive or representative.

## **Person Specification**

### **Qualifications and Experience**

- Proven experience as a cook or chef in a professional kitchen environment (Essential)
- Food Hygiene Level 2 certificate as a minimum (Essential)
- Level 3 Food Safety qualification (Desirable)
- Experience with stock management and supplier ordering (Essential)
- Experience in a cafe or similar fast-paced environment (Desirable)
- Understanding of HACCP procedures and food safety regulations (Essential)

### **Knowledge, Skills, Abilities**

- Strong knowledge of food safety, hygiene standards, and health and safety compliance
- Excellent organisational and time management skills
- Ability to work independently and take initiative
- Strong communication skills and ability to work effectively as part of a team
- Creative flair for menu development and presentation
- Competent in stock control, ordering, and waste management
- Ability to maintain high standards under pressure
- IT skills for ordering systems and documentation (Desirable)

### **Personal Qualities**

- Commitment to YMCA Dulverton Group's Values
- Friendly, approachable manner with a good sense of humour
- Professional and reliable with strong work ethic
- Desire to learn and develop within the role
- Passion for community-focused initiatives and social impact
- Positive attitude and ability to foster a collaborative working environment
- Flexible and adaptable to changing demands
- Commitment to delivering excellent customer service

### **Other requirements**

- May be required to attend occasional evening meetings
- Have a driving licence and access to a car
- Flexibility to cover shifts at other Purplespoon sites when required
- May be required to work evening events occasionally
- Willingness to support community meal events and activities
- Availability to work 16 hours per week across 3 days

## **Main terms of employment**

|                          |                                                     |
|--------------------------|-----------------------------------------------------|
| <b>Salary:</b>           | £10,186.63 per annum.                               |
| <b>Location:</b>         | The Purplespoon Café, Great Western Hotel, Taunton. |
| <b>Hours:</b>            | 16 hours per week.                                  |
| <b>Flexible working:</b> | Flexibility in days, please discuss upon interview. |
| <b>Holidays:</b>         | 5.6 weeks per year.                                 |